

EXHIBIT VIII-7  
POSTING TAG CODING INSTRUCTIONS

Field	Title	Coding Requirements
<u>Funding Segment:</u>		The Appropriation Symbol, Fund Source, Fund, Fund Detail (if applicable), and Method are all required to override the PCA disbursement funding and may be entered for appropriation accounting when PCA is not required.
--APPN SYM	Appropriation Symbol	<b>Enter an Appropriation Symbol, as appropriate.</b>
--FUND SRCE	Fund Source	<b>Enter a Fund Source, as appropriate.</b>
--FUND/ DTL	Fund and Fund Detail	<b>Enter a Fund, as appropriate.</b> (Optional) <b>Enter a Fund Detail, as appropriate.</b>
--METHOD	Funding Method	<b>Enter a Method, as appropriate.</b>
BUD SEQ	Budget Sequence	<b>Enter the code that identifies the budget sequence number, as appropriate, to which a transaction must post.</b>
SUBSIDRY	Subsidiary	<b>Enter the code that identifies the General Ledger Subsidiary account, as appropriate, to which a transaction must post.</b>
GLAN	General Ledger Account Number	<b>Enter the code that identifies the debit or credit general ledger accounts, if required, to which the transaction must post.</b> Applicable only to <b>GL Input</b> transaction coding requirements in the Transaction Illustrations, Volume 5.
DUE DATE	Due Date	<b>Enter the date in the 'MMDDYYYY' format, as appropriate, or leave blank.</b> Specify when a payment of a vendor invoice is due (optional). May be used for the payment of invoice transactions that are due on a specific date (example: rent). The transaction is validated and if correct, posts to system files. The claim schedule will not print until that specific date.  <b>NOTE:</b> For office revolving fund manual checks, this becomes the <u>required Check Date</u> . For automated checks, this field must be <u>blank</u> because the Check Writer Subsystem enters the date.
PCA ACTY	PCA Activity	(Optional) <b>Enter a code to identify activities within a PCA.</b> This code does not become part of the cost allocation or fund split process.
LOCATION	Location	(Optional) <b>Enter the code to accumulate financial data by geographic location.</b>
MULTI- PURPOSE	Multipurpose	(Optional) <b>Enter the code to track agency-specific operations that are not included in the CALSTARS classification structure.</b>
VEND INFO	Vendor Information	(Optional) <b>To use the vendor information fields, code any alphanumeric character.</b> When <b>Enter</b> is pressed, a pop-up window will appear to allow the vendor information to be keyed. <u>The Vendor Number/Suffix must be blank.</u>

**BATCH HEADER SLIP PREPARATION**

All CALSTARS transactions originate from source documents or automated system processing actions. Posting tags for transactions originating from source documents must be batched and a Batch Header Slip (CALSTARS 25) prepared before the batch goes to the data entry point. Batching consists of:

- ✧ Separating the CALSTARS posting tags by type and by other classifications, as appropriate;
- ✧ Creating an adding machine tape showing the number of transactions in the batch and the total batch amount;
- ✧ Preparing a Batch Header Slip; and
- ✧ Attaching all of the documents to the Batch Header Slip along with the proof adding machine tape.

The Batch Date on the Batch Header Slip should normally be the date the document is expected to be keyed and released for system processing.

The Batch Header Slip is shown in Exhibit VIII-8. Instructions for completing the Batch Header Slip are contained in Exhibit VIII-9.